

**POSITION:** YOUTH DEVELOPMENT COORDINATOR  
**REPORTS TO:** YOUTH DEVELOPMENT TEAM LEADER

**HOURS:** Full Time, 32 Hours per week

September to May: Monday - Thursday 10-6pm

June to August: Monday – Thursday 9-5pm

**EXPERIENCE/EDUCATIONAL BACKGROUND:** BA Degree preferred. Minimum two (2) years-experience working with middle school/high school youth.

**QUALIFICATIONS:** Demonstrated effective communication and organizational skills. Knowledge of community resources. Experience with program development and implementation desired. Experience with Microsoft Office

**RESPONSIBILITIES:**

1. Plan, coordinate & facilitate the After School Programs at PCC in collaboration with the other youth program staff.
2. Plan, coordinate & facilitate the Summer Youth Program (middle school) in collaboration with the other youth program staff.
3. Maintain intake information and attendance records for both the After School Program and the Summer Youth Program in collaboration with other youth program staff.
4. Develop and assess outcome based evaluations for the above programs including DESSA, PQA and YPQI.
5. Recruit & schedule adequate volunteer staff for assisting with programs, field trips, etc.
6. Supervise volunteers/interns working with the After School Program and Summer Youth Program.
7. Provide liaison with other community organizations as appropriate.
8. Promotion of program/s throughout the community as necessary.
9. Provide back up for Emergency Assistance Program including assist with Holiday Adoption Program.
10. Coordinate the Walgreens Personal Care Drives on a quarterly basis.
11. Assist with other programs/events as necessary.

- **No phone calls please**
- **Pay rate is \$12-14/hour (dependent upon experience)**
- **Medical & dental provided**
- **Interested candidates should send cover letter & resume to Executive Director Chris Buckley [chris@portagecommunitycenter.net](mailto:chris@portagecommunitycenter.net)**

[Updated June 2018]